

# SECURITY OFFICER I, DEPARTMENT OF JUSTICE

## OPEN SPOT - Sacramento



State of California  
DEPARTMENT OF  
JUSTICE  
P. O. Box 944255  
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### FINAL FILING DATE

**FILE IN-PERSON ONLY ON:**

**Friday, March 13, 2009  
Between 8:30AM and 4:30PM**

### WHO CAN APPLY

Persons who meet the minimum qualifications by the **file in person date** as stated on this bulletin.

### HOW TO APPLY

**All applicants must complete and return the entire examination packet. The examination packet must include the following:**

- [State Examination Application \(Form STD 678\)](#)
- [Requirements For Appointment To Classification](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Questionnaire](#)
- [Recruitment Survey \(Online Form\)](#)

**Failure to submit all required materials in-person on Friday, March 13, 2009 may result in disqualification from this selection process. NO EXCEPTIONS.** All application materials MUST be filed In-Person and applicants must bring either a photo identification card or two forms of signed identification to:

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1st Floor Lobby Area  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR AT  
ANY OTHER DEPARTMENT OF JUSTICE OFFICES.**

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the STD 678 – "Examination and/or Employment Application". You will be contacted to make specific arrangements.

### SALARY

**\$3155 – \$3957**

The salaries used on this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

### ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and the conditions of the list warrant a change in this period.

**POSITIONS EXIST IN SACRAMENTO ONLY.**

**CONTINUE TO THE NEXT PAGE**

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the file in person date . This date will be indicated in the instructions provided with the examination materials. All application/resumes must include "to" and "from" employment dates (month/day/year), time base, civil service class title(s), and range change, if applicable.

**MINIMUM  
QUALIFICATIONS**

**Experience:** One year of experience in one or a combination of the following:

1. As a building guard, watchperson, or a police officer.
- Or**
2. In any branch of the armed services performing security-related duties.

**And**

**Education:** Equivalent to completion of high school.

**POSITION  
DESCRIPTION**

This is the entry and working level in the series. Incumbents perform the full range of duties in maintaining the security of Department of Justice facilities; to protect them against damage or trespass; to direct and give information to the public; prevent admittance to the premises by unauthorized persons; take necessary measures to ensure employee and visitor safety; patrol facilities and adjoining grounds, investigating and resolving unauthorized movement, breaches of security, or unsafe conditions; write reports; administer first aid and/or CPR to injured persons; examine credentials and badges of employees, allied agency personnel, service persons and visitors; record arrival and departure of visitors; issue identification badges and maintain issuance logs; provide referral information to employees, visitors and the general public; where appropriate, enforce facility vehicle parking regulations; administer departmental lost and found programs; use and maintain assigned equipment such as tear gas, body armor and firearms.

**EXAMINATION  
INFORMATION**

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Security Officer I examination. To obtain a position on the eligible list a minimum score of 70% must be received.

**TRAINING AND EXPERIENCE QUESTIONNAIRE - Weighted 100.00%**

**Knowledge of:**

1. The U.S. Constitution, amendments, statutes, related California Constitution sections, and relevant terms.
2. Relationship between, and examples of, a crisis situation and a critical event.
3. Crime elements required to arrest a suspect.
4. Statutory rules and laws of arrest.
5. Elements of a lawful arrest and arresting authority.
6. Warrantless searches and seizures to search for and seize evidence legally.
7. Person searches to collect relevant evidence.
8. Laws governing the use of force to ensure officer safety as well as the safety and well-being of others.
9. Controlling force, in order to physically take control of a suspect.
10. Firearms safety to handle all firearms safely on and off duty.
11. Basic firearms operation and maintenance to operate them safely and effectively.
12. English language, including grammar, spelling, punctuation, sentence and paragraph structure, organization, and appropriate vocabulary to effectively produce a variety of written work products, including reports, legal documents, and work plans.
13. Communicate orally using appropriate tone, pace, volume, clarity, etc. so that information is conveyed and communications are received as intended.

**CONTINUE TO THE NEXT PAGE**

**EXAMINATION  
INFORMATION  
(Continued)**

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**Skill to :**

1. Clearly communicate information and ideas orally on a one-on-one basis, using tone, volume, vocabulary, grammar, and non-verbal cues appropriate to the circumstances in order to exchange information effectively, efficiently, and in a courteous manner.
2. Listen carefully and objectively to information and ideas presented orally.
3. Quickly, accurately, and objectively record observations in written and verbal format.
4. Cope and communicate effectively with individuals who are angry, uncooperative, or hostile.
5. Quickly, accurately, and objectively record observations in written and verbal format.
6. Analyze facts and information to evaluate their sufficiency, the need for further information and draw logical conclusions.
7. Determine what level of physical force is required in a variety of situations.
8. Utilize and maintain safety equipment (e.g., bulletproof vest).
9. Recognize criminal or otherwise unusual activity.
10. Recognize situations requiring an emergency response.
11. React quickly and calmly in emergency situations.
12. Behave towards others with respect, courtesy, and tact.

**Ability to:**

1. Think quickly in order to make proper decisions requiring a rapid response (i.e. "think on your feet").
2. Be sensitive to a variety of smells, including fumes, gases, and smoke.
3. Stay alert for long periods of time with little or no activity.
4. Walk for extended periods of time patrolling the grounds.
5. Physically resist combative persons.
6. Effectively perform job tasks while wearing special clothing and/or equipment (e.g. gun, handcuffs, bullet proof vests).
7. Effectively work in high temperatures (above 95 degrees on patrol in the summer) for significant periods of time.
8. Present oneself in a professional manner (in dress, appearance, speech, and behavior) under all circumstances.
9. Interact well with individuals of different social, cultural, economic, and educational backgrounds.

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**AGE REQUIREMENT**

Minimum age at appointment is 18 years.

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**CITIZENSHIP**

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship, except for members of the California Highway Patrol who must be U.S. citizens. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer class until they have applied for citizenship. Denial of application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

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**SPECIAL PERSONAL  
CHARACTERISTICS**

No illegal involvement in controlled substances as an adult; keenness of observation; good memory for names, faces, places, and incidents; willingness to work at night and/or overtime; report for duty at any time emergencies may arise; firmness and tact; alertness; and neat personal appearance.

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**SPECIAL PHYSICAL  
CHARACTERISTICS**

Good health, sound physical condition, freedom from any physical, mental, or emotional condition or limitation that would interfere with the full performance of the essential duties of positions in this class; effective use of both hands; strength, endurance, and agility; normal hearing; vision sufficient to perform the essential functions of the class; weight proportionate to height.

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**OTHER  
CHARACTERISTICS**

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Honesty, integrity, strong work ethic; conventional: follow accepted procedures and customs; decisive: make decisions promptly and firmly; personally accountable: accepts responsibility for the consequences of one's actions or inactions; background in law enforcement, security guard and/or military; utilize a variety of weaponry. Polite: Treats other people with respect and possesses good manners. Service-oriented: Committed to providing high levels of service in a polite, courteous, and cooperative manner.

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**BACKGROUND  
INVESTIGATION  
INFORMATION**

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Pursuant to Government Code 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Justice background investigation may be required to undergo an additional background investigation.

Information collected for the background investigation after the examination will require you to divulge arrest and/or conviction information on the background investigation documents at the time of employment, but is not required of you at this time. The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

Any applicant for a State civil service examination for a peace officer class who discloses, or whose background investigation reveals use of drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) subsequent to his or her eighteenth birthday and prior to his or her twenty-third birthday, shall be disqualified from the examination in which he or she is competing until 5 years have elapsed from the date of the disclosed or revealed use. If any such disclosed or revealed use occurred on or after the applicant's twenty-third birthday, he or she shall be disqualified from the examination in which he or she is competing until 10 years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until 10 years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

**FELONY  
DISQUALIFICATION**

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Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers as provided under the Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

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**PHYSICAL ABILITY  
TEST**

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Pass/Fail – Physical performance test will be a test of strength, agility, balance, and endurance. Specific descriptions of each physical performance test will be provided to successful candidates prior to the Physical Ability Test.

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**PSYCHOLOGICAL  
SCREENING TEST**

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Pass/Fail – This test will consist of a written examination and an interview by a psychologist.

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**MEDICAL  
EXAMINATION**

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Pass/Fail – Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.

**POLYGRAPH  
EXAMINATION**

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The candidate may be required to take a polygraph examination.

**DRUG TESTING  
REQUIREMENT**

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Applicants for positions in this class series are required to pass a drug screening test. A urine sample will be used for drug screening purposes. (The drug screening test will be waived for employees who are currently in a designated “sensitive” class for which drug testing is required under State Personnel Board Rule 213).

Applicants who fail the drug test because of a drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) shall not be eligible to take any State civil service examination for a peace officer class until 10 years have elapsed from the date of the drug test specimen is given.

**FIREARMS  
CONVICTION  
DISQUALIFICATIONS**

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Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification. Ongoing firearms qualifications on a quarterly basis per P.O.S.T. requirements.

**TRAINING  
REQUIREMENTS**

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Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**VETERANS  
PREFERENCE  
CREDITS**

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Veterans Preference Credits are allowed for entrance examinations held on an open basis and **will** be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.**

Directions for applying for veteran's points are on the veteran preference application (SPB 1093), which is available from the State Personnel Board, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

**CAREER CREDITS**

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Career Credits **will not** be granted in this examination.

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## GENERAL INFORMATION

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice ([www.ag.ca.gov](http://www.ag.ca.gov)), the State Personnel Board ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P.O. BOX 944255  
SACRAMENTO, CA 94255-2550  
(916) 324-5039

# **SECURITY OFFICER I, DEPARTMENT OF JUSTICE**

## **REQUIREMENTS FOR APPOINTMENT TO CLASSIFICATION**

Government Code section 1031 requires that persons appointed to classifications declared to be peace officers must meet all of the following minimum standards:

- Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship, except as provided in Section 2267 of the Vehicle Code
- Be at least 18 years of age
- Be fingerprinted for purposes of searching local, state and national fingerprint files to disclose any criminal record
- Be a high school graduate or equivalent
- Be of good moral character, as determined by a thorough background investigation
- Be free from any physical, emotional or mental condition that might adversely affect the exercise of the powers of a peace officer, as determined by a licensed physician and surgeon or psychologist

As such, candidates for Security Officer I positions within the Department of Justice (DOJ), are subject to the requirements outlined below *prior to appointment*.

### **Background Investigation**

Suitability for peace officer employment will be determined by a thorough investigation into each candidate's personal background, including:

- Residence history (e.g., owned, rented, landlords, roommates, etc.)
- Education and training (e.g., schools attended, POST training, etc.)
- Financial history (e.g., credit reports, bankruptcies, debts, tax liens, etc.)
- Employment history (e.g., positions held, job performance, accomplishments, relationships with co-workers, etc.)
- Military experience (e.g., registration, branch of service, type of discharge, etc.)
- Legal history (e.g., arrests, convictions, civil suits, restraining orders, commission of undetected crimes, drug use, etc.)
- Vehicle operation (e.g., driving record, license actions, liability insurance, accidents, etc.)
- Interviews with other individuals to verify information
- Fingerprint-based search of local, state and national criminal history records
- Polygraph examination to detect any deception in candidate's responses

**Failure to provide true and complete information in the background investigation, and/or deliberate misstatements or omissions of material fact may result in the candidate's disqualification.**

**PLEASE SEE REVERSE SIDE**

Any candidate who discloses, or whose background investigation reveals use of a drug for which possession would constitute a felony offense under the Uniform Controlled Substances Act (Health and Safety Code, division 10, beginning at 11000) subsequent to his or her eighteenth birthday, and prior to his or her twenty-third birthday, shall be disqualified and ineligible for appointment to the classification until five (5) years have elapsed from the date of the disclosed or revealed use. If any such disclosed or revealed use occurred on or after the candidate's twenty-third birthday, he or she shall be disqualified and ineligible for appointment until ten (10) years have elapsed from the date of the disclosed or revealed use of the drug; and shall not be eligible to take any State civil service examination for a peace officer class until ten (10) years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

Candidates who successfully pass the background investigation will move forward to the medical phase of the hiring process.

### **Medical Evaluation**

To determine that each candidate is free from any physical, mental or emotional condition that might adversely affect his/her ability to exercise the powers of a peace officer, the following tests/examinations will be administered by a licensed physician and surgeon or psychologist:

- Physical ability test (measures the candidate's muscle strength, cardiovascular fitness, and agility)
- Physical examination
- Psychological examination
- Drug screening test

I, \_\_\_\_\_, certify that I have read and understand the requirements for appointment to the classification of Security Officer I, Department of Justice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Department of Justice

## Training and Experience Questionnaire General Instructions/Affirmation

### Security Officer I, Department of Justice

The Training and Experience Questionnaire is the sole component of the Security Officer I, Department of Justice examination. To obtain a position on the eligible list a minimum score of 70% must be received. We have integrated into this exam items that will allow us to gauge the accuracy of your responses. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in our inability to process your Training and Experience Questionnaire and may result in disqualification from this examination.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- State Examination Application (Form 678) – (Fillable Document)
- Requirements For Appointment to Classification
- General Instructions/Affirmation – (Fillable Document)
- Training and Experience Questionnaire – (Fillable Document)
- Recruitment Survey – (Online Form)

**When completing the Training and Experience Questionnaire, please do not choose more than one (1) response per question.** The Requirements For Appointment to Classification, Affirmation and State Examination Application (Form 678) **must have original** signatures.

**Completed examination packets must be filed In-Person on March 13, 2009 at the address below:**

**One Day File In-Person:**

Department of Justice  
1300 I Street, 1<sup>st</sup> Floor Lobby Area  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.**

**Your Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Your Name (Printed):**\_\_\_\_\_

# Security Officer I, Department of Justice

## Training and Experience Questionnaire

Name: \_\_\_\_\_

### ***Task Area 1: Monitoring the entrance and exit of facilities***

Security Officer Is at the Department of Justice are required to monitor the entrance and exit of facilities by examining credentials and badges of employees and visitors. To respond appropriately to each statement, you must refer to the Scale Description below when answering each statement.

**1. Check credentials and badges for proper criteria to control the entrance of employees and visitors to ensure facility security.**

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Less than 1 month of experience.

Between 1-3 months of experience.

Between 3-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience

More than one year of experience.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**2. Monitor employees and visitors exiting facilities to ensure that they return for their proper identification.**

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**3. Issue visitor badges by completing necessary paperwork/forms and collecting identification from visitors.**

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**4. Securely maintain visitor identification information until they return to retrieve it.**

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

<b>5. Issue temporary facility badges/identification for employees.</b>
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What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

## ***Task Area 2: Monitoring and Patrolling Facility Grounds***

Security Officer Is at the Department of Justice monitor closed circuit cameras and patrol the facility grounds to provide protective services. To respond appropriately to each statement, you must refer to the Scale Description below when answering each statement.

<b>6. Conduct regular patrol of facility grounds to monitor unusual or suspicious activity.</b>
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How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Less than 1 month of experience.

Between 1-3 months of experience.

Between 3-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience

More than one year of experience.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**7. Monitor closed circuit cameras to identify suspicious activity and prevent admittance to the facility by unauthorized persons.**

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Between 1-3 months of experience.

Between 4-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience.

More than one year of experience.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.



### ***Task Area 3: Maintaining and Removing Safety Equipment***

Security Officer Is at the Department of Justice are required to put on, maintain, and remove safety equipment necessary for performing hazardous duties and ensuring personal safety. To respond appropriately to each statement, you must refer to the Scale Description below when answering each statement.

**8. Wear and maintain a handgun to use as security measures to protect employees and facilities.**

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Between 1-3 months of experience.

Between 4-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience.

More than one year of experience.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**9. Wear and maintain pepper spray and handcuffs to use as security measures to protect employees and facilities.**

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Between 1-3 months of experience.

Between 4-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience.

More than one year of experience.

**10. Wear and maintain ASP or baton to use as security measures to protect employees and facilities.**

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Less than 4 months of experience.

Between 4-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience.

More than one year of experience.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

## ***Task Area 4: Communication***

Security Officer Is at the Department of Justice must have oral communication skills in order to communicate successfully with the employees and the public. To respond appropriately to each statement, you must refer to the Scale Description below when answering each statement.

**11. Communicate orally with the public providing information, direction and facility access.**

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Less than 1 month of experience.

Between 1-3 months of experience.

Between 3-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience

More than one year of experience.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**12. Communicate orally with employees at the facilities to share information regarding visitors and facility access.**

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Less than 1 month of experience.

Between 1-3 months of experience.

Between 3-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience

More than one year of experience.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**13. Communicate orally with team members and managers to share information on daily activities and/or emergency situations.**

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Less than 1 month of experience.

Between 1-3 months of experience.

Between 3-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience

More than one year of experience.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**14. Communicate orally with members of the fire department in emergency situations.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**15. Communicate orally utilizing portable and stationary radio to share information and/or emergency situations.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.



**16. Use a personal computer to communicate information using email and obtain information from outside sources as part of performing job-related duties.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

## ***Task Area 5: Investigating***

Security Officer Is at the Department of Justice are often called upon to investigate unusual, suspicious and dangerous situations that arise on the premises. To respond appropriately to each statement, you must refer to the Scale Description below when answering each statement.

<b>17. Investigate unusual, suspicious and dangerous <u>people</u> on and around the premises.</b>
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How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**18. Investigate unauthorized, suspicious and dangerous vehicles on the premises.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**19. Investigate unusual, suspicious and dangerous sounds (e.g., car alarm, breaking glass, gun shot) on and around the premises.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**20. Investigate unusual, suspicious and dangerous smells (e.g., smoke, gas) on and around the premises.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**21. Investigate unusual, suspicious and dangerous packages on and around the premises.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**22. Issue citations applying Penal Code 14201 for parking violations on private property.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**23. Investigate major incidents identified on closed circuit cameras (e.g., security cameras).**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.



## ***Task Area 6: Parking and Parking Citations***

Security Officer Is at the Department of Justice issue parking citations or warnings to violators of unauthorized parked vehicles at the facilities and maintain a log of department-issued parking spaces. To respond appropriately to each statement, you must refer to the Scale Description below when answering each statement.

<b>24. Reference a log of employee parking spaces to track unauthorized users.</b>
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In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**25. Issue parking citations or verbal warnings to parking violators using relevant Law/Vehicle Code book when determining citation references.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**26. Cite and authorize illegally parked vehicles to be towed under the California Vehicle Code Section 26502.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

### ***Task Area 7: Arresting and Detaining Individuals***

Security Officer Is at the Department of Justice are required to have the knowledge of the elements of a lawful arrest and arresting authority when making arrests. To respond appropriately to each statement, you must refer to the Scale Description below when answering each statement.

<b>27. Detain suspects for pending arrest and contact local law enforcement.</b>
--

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

## ***Task Area 8: Administering First Aid***

Security Officer Is at the Department of Justice may have to react quickly and calmly in emergency situations while applying the proper response. To respond appropriately to each statement, you must refer to the Scale Description below when answering each statement.

**28. Administer minor first aid using common first aid supplies (e.g., bandages).**

How would you describe your readiness to perform the above task?

- I have little or no experience performing this task but I would be willing to learn.
- I have some experience performing this task but I could benefit from additional training.
- I have performed this task many times and do not require any additional training.
- This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- I have little or no experience performing this task but I would be willing to learn.
- I have observed others performing this task.
- I have performed this task with the assistance of my supervisor or co-workers.
- I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

- I have little or no experience performing this task but I would be willing to learn.
- I have performed this task occasionally but it was not a major part of my job(s).
- This task was a major part of one or more of my jobs and I performed it several times a week.
- This task was a major part of one or more of my jobs and I performed it on a daily basis.

**29. Administer major first aid in order to provide life saving assistance (e.g., CPR).**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

## ***Task Area 9: Report Writing***

Security Officer Is at the Department of Justice are required to have the knowledge of the English language, including grammar, spelling, punctuation, sentence structure to produce a variety of written work products. To respond appropriately to each statement, you must refer to the Scale Description below when answering each statement.

<b>30. Write reports of unusual occurrences such as property damage, theft and vehicle burglaries.</b>
--

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Less than 6 months of experience.

Between 6-8 months of experience.

Between 8-10 months of experience.

Between 10-12 months of experience

More than one year of experience.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.

**31. Write incident reports on stolen property, vehicle burglary and minor damage to vehicles.**

How much previous full-time work experience do you have performing this task?

I have no experience performing this task but I would be willing to learn.

Between 1-3 months of experience.

Between 4-6 months of experience.

Between 6-9 months of experience.

Between 9-12 months of experience.

More than one year of experience.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.



**32. Write a citizens arrest complaint report on stolen property, vehicle burglary and minor damage to vehicles.**

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

I have little or no experience performing this task but I would be willing to learn.

I have observed others performing this task.

I have performed this task with the assistance of my supervisor or co-workers.

I have performed this task by myself without co-worker assistance.

In your work experience, how frequently have you performed this task?

I have little or no experience performing this task but I would be willing to learn.

I have performed this task occasionally but it was not a major part of my job(s).

This task was a major part of one or more of my jobs and I performed it several times a week.

This task was a major part of one or more of my jobs and I performed it on a daily basis.